

TABLE OF MINIMALLY ACCEPTABLE SECURITY PRECAUTIONS

In the office:	On the road or in the field:
<p>Sensitive equipment: Laptop computers, handheld computers, radios, cameras, cellular telephones, etc., are especially susceptible to theft and should be stored in secured, locking cabinets or desks when not in use. Laptops that are stored in docking stations need to be locked in the docking station or attached via a security cable. If secured cabinets are not available, your supervisor should contact the warehouse staff to determine if locking furniture is available or contact the procurement staff to arrange acquisition of furniture necessary to provide security.</p> <p>Custodial Officers need to:</p> <ol style="list-style-type: none"> 1. Always maintain pooled sensitive equipment in a locked cabinet and reissue it to other employees only on a Receipt for Property (DI-105). 2. Never dispose of government property, no matter what method is used -- trade-ins, donations, destruction, or sale --without Property Management Authorization. 3. During an office move: Inventory all equipment you are responsible for both before and after the move. Occupying space with other agencies: If assigned to an office space under the control of another agency, take time to become familiar with the security policy of that office. Contact their supervisor if the office cannot provide the minimum safeguards outlined above. 	<p>When In the Field: Inventory equipment frequently while using it to ensure that a loss has not occurred. If a loss occurs, notify your supervisor and take immediate steps to find the equipment. If you are using vest pockets to hold small field-going equipment, make sure that the pockets are secure.</p> <p>When operating a government vehicle: Remain alert and fully aware of vehicle and road conditions. If you become drowsy, change drivers or take a break from driving for several minutes. If any drivers are unfamiliar or uncomfortable with a vehicle, take a few minutes before you start to find all controls and make all adjustments necessary. Allow yourself plenty of time to get where you need to go.</p> <p>Always lock the vehicle when you park it. When leaving equipment in the vehicle:</p> <ul style="list-style-type: none"> • Use a locking truck box or car trunk. • Place equipment out of sight behind or under the seat of locked vehicle (short-term only). • Remove equipment from the vehicle if other employees are going to use the vehicle, or when leaving the vehicle with vendors. <p>When in Official Travel: Keep sensitive property with you whenever possible. Airlines and motels do not assume responsibility for lost or stolen valuables. Do not check sensitive equipment as baggage on airlines. If you must leave sensitive property in a motel room while you are out of the room, store the property out of site. Use of security cables is strongly recommended.</p>